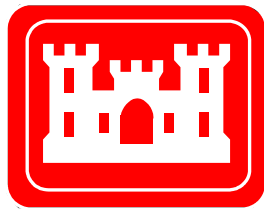


**SOUTH PACIFIC DIVISION  
CIVILIAN DEPLOYMENT  
GUIDE**

**UNITED STATES ARMY CORPS OF ENGINEERS**



**U.S. Army Corps of Engineers  
South Pacific Division  
333 Market Street  
San Francisco, CA 94105**

**Revised May 2003**

## **Foreword**

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**As the Armed Forces of the United States have drawn down, the need to integrate military and civilian forces has and will continue to increase. The U.S. Army Corps of Engineers, South Pacific Division (SPD) continues to play a key role in defense operations as well as respond to natural disasters, both at home and abroad.**

**The purpose of the SPD Civilian Deployment Guide or CDG is to provide information to deploying civilians, their families, supervisors, and the U.S. Army Corps of Engineers (USACE) forward deployed commander or designee. Generally, it covers deployments of 179 days or less, but may also apply to assignments of a longer duration.**

**The information contained here is accurate as of the date of publication. It is subject to change based on evolving governing directives, policies, guidance and procedures. The guide will be updated as required on the SPD website. Also, when planning for deployment, your home station should assist you in performing as many of the pre-deployment tasks as possible.**

**For procedures which are District specific, e.g., obtaining passports, vital records, certificates, etc., local emergency management, safety, and logistics offices are encouraged to develop and publish local guidance. Once developed, a copy of the guidance will be provided to the Division Emergency Management and Human Resources Offices for inclusion on the SPD website.**

**Recommendations, comments and questions regarding this document are to be forwarded to SPD Human Resources Directorate.**

## **Introduction**

**It is Army policy that civilians can be called upon to support the military in carrying out its contingency support missions. The objective is to ensure that qualified Army civilian employees are available in adequate numbers with skills to meet worldwide mission requirements during periods of national emergency, mobilization, war, military crisis or other contingencies.**

**Civilian employees have deployed in support of military operations throughout history. USACE civilians have been used in the past to support military operations, humanitarian relief, peace support operations, conflicts and war. Examples of these operations are Desert Shield/Desert Storm in Southwest Asia, Restore Hope in Somalia, Support Hope in Rwanda, Vigilant Warrior in Saudi Arabia/Kuwait, Uphold Democracy in Haiti, Joint Endeavor/Guard/Forge in Bosnia, and Joint Guardian in Kosovo. USACE civilians will continue to be needed to support these types of operations in the future and must be prepared to provide support for these endeavors.**

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## **Authority to Deploy Civilians**

**The SPD Commander's policy is to seek volunteers for deployment and avoid involuntary deployment of civilian personnel. SPD civilian employees who wish to become a volunteer should contact their local Emergency Management Office.**

**Should the need arise for a critical skill, a search will be conducted to determine if USACE civilian personnel are available to satisfy the requirement in order to avoid any involuntary deployments. Under current federal law (5 USC 7106) and DoD policy, the authority exists to direct and assign work to accomplish the DoD mission. However, it is SPD command policy to use volunteers.**

**Department of Army currently considers those civilian employees who are deploying to combat operations/crisis situations as Emergency Essential (EE). Deploying employees will be requested to execute an EE agreement. The employee will be in an EE status for the duration of the assignment.**

**Since SPD employees may be deployed in support of combat or peace support operations, SPD does not designate its employees as emergency essential.**

### **REFERENCES:**

**DA PAM 690-47 DA Civilian Employee Deployment Guide; (5 USC 7106);**

**DoD Directive 1404.10, Authority to deploy/refusal to perform.**



## **Command and Control**

### **Command and Control**

Deployed SPD civilian employees are under the operational control of the USACE forward-deployed commander or designee, who in turn reports to the in-theater commander or the Unified Combatant Commander/Army commander for whom they are providing support.

The on-site chain of command is responsible for input to performance evaluations, preparation of awards, letters of appreciation, and forwarding recommendations for other forms of performance acknowledgement to the employee's chain of command.

In the unlikely event of a disciplinary problem, the on-site chain of command has the authority to propose appropriate administrative action to the employee's home station chain of command.

Deployed civilians will be processed and supported in the same manner as military personnel, as permissible by law. Army civilians may be assigned, attached, or placed under the operational control (OPCON) of a gaining unit prior to deployment. When available, the Unit Identification Code (UIC) will be stated on the deployee's temporary duty (TDY) orders.

### **REFERENCES:**

AR 690-700, Chapter 751, Personnel Relations and Services

DA PAM 690-47, Civilian Personnel Handbook

AR 690-11, Mobilization Planning and Management



## Statement of Understanding

All civilian volunteers for deployment to military operations will be required to have a signed SPD Statement of Understanding prior to deployment. A fully executed Statement of Understanding indicates a volunteer's willingness to deploy and acknowledges the concurrence of the volunteer's chain of command. It is also required that each employee complete the Personal Data Sheet in ENGLink.

Districts are to maintain a database of fully executed Statements of Understanding. In the event of a contingency operation, Districts will be able to quickly identify personnel who are available to deploy and provide that information to the Division Contingency Operations Center. In addition, when an employee has a fully executed Statement of Understanding, the employee's district, in cooperation with the SPD Civilian Personnel Advisory Center (CPAC), is expected to prepare the employee for deployment and provide the employee with a pre-deployment packet.

Statement of  
Understanding

## **Legal Assistance**

**Deploying SPD civilian employees and their family members are entitled to legal assistance limited to matters that are affected by their participation in deployments, such as major regional conflicts, contingencies, operations other than war and exercises. Legal assistance will also be provided to civilian employees who have a fully executed SPD Statement of Understanding and their family members at their home station. Prior to deployment, legal assistance services will be provided to deployees by their home station or through a civil law services support agreement with a nearby DoD component. Legal services provided will be for matters related to situations that arise before or during deployment, and at a minimum will include preparation of wills, powers of attorney, and basic income tax assistance.**

**Legal Assistance**

### **REFERENCE:**

**AR 27-3, The Army Legal Assistance Program.**

## **Family Assistance**

### **Family Assistance**

Few other professions and careers present the challenge to family life as does being part of national defense. Experiences have shown that the SPD readiness is enhanced when soldiers and civilians ensure that their families are prepared to meet diverse situations. Today a partnership exists between the civilian and military members of SPD and their families. When deployed, SPD soldiers and civilians prepare their families to function independently in peace and war. They become more confident; train faster, and harder; perform better; and are able to give the focus required to accomplish the mission.

Unlike military personnel, civilian employees bear the primary responsibility for family and personal affairs prior to and during deployment. Home stations are required to keep family members informed of key information.

SPDHQ and each District will appoint Family Assistance Coordinators (FAC) who will assist in establishing the Family Readiness Group (FRG) and facilitate their activities. The FRG is a command-sponsored activity to enable people within the respective organization to assist one another. The FAC is an essential source of encouragement for families while civilians are deployed. The FAC (one of which is located at each home station) assists family members and volunteers in setting up a family support network.

### **REFERENCE:**

**AR 608-1, Army Community Service Center**

## Temporary Duty (TDY) Orders

### TDY Orders

Civilian employees deploying to support military operations require travel orders. The home station must prepare travel orders as follows:

1. A DD Form 1610 must be prepared in the Corps of Engineers Financial Management System (CEFMS) and/or manually, depending on the situation, in accordance with Chapter 3, Part D, of the Joint Travel Regulations (JTR), Volume II.
2. The itinerary section, Item 11, should show all authorized layovers en route to and from the Temporary Duty (TDY) location whenever possible. Mark an “X” in the block labeled “Variation Authorized” in case conditions warrant deviation en route to and from the TDY location.
3. In Remarks, Item 16, the following statements must be included for all employees: Actual expense allowance authorized while at TDY site. Rental car authorized at authorized layover locations (with exception of CONUS Replacement Center (CRC) location). Excess baggage is authorized. Dual lodging is authorized. Authorized to carry government-issued weapon and ammunition when permitted by the In-theater Commander and when properly trained in weapons familiarization. Medical care is authorized per AR 40-3, (Medical, Dental & Veterinary Care), paragraph 4-29a(8), for civilians in a TDY status. Overtime (or compensatory time) authorized at TDY site (as mission requires). Reimbursement for the cost to obtain a tourist passport is authorized. Commissary and PX/BX privileges are authorized.
4. Employees must provide their Emergency Management Office with a copy of their travel order for tracking purposes.

**NOTES:** Army policy authorizes advances for TDY expenses provided the estimated reimbursable “cash” expenses exceed \$50. Advances are limited to a 45-day period and the meals and incidental expenses covered by the per diem rate or actual subsistence expense allowance and other authorized expenses that cannot be paid by charge card.

Civilian employees are expected to use the government contractor-issued travel charge card to cover travel expenses. If conditions preclude the use of the charge card, an additional advance not to exceed 80 percent of the estimated cash expenses is authorized. This exception to the advance limitation is not available to employees whose government contractor-issued charge card has been suspended or cancelled because of their payment history. To prevent any credit rating problems, cardholders are encouraged to pay unpaid balances prior to deployment.

Limited per diem is authorized for civilians when living under field conditions while in support of military operations. However, they will be reimbursed for actual subsistence, if any, while under field conditions. Per diem is authorized while en route to and from the TDY site. For example: if both lodging and meals are provided by the Government, the per diem is currently limited to \$2 per day in the Continental United States (CONUS) and \$3.50 per day outside CONUS (OCONUS). If there is a charge for the use of government quarters or government provided meals, the limited per diem rates will be increased by the actual fees incurred. Civilian employees are required to enroll in the direct deposit/Electronic Funds Transfer (EFT) program for travel payment purposes.

**REFERENCES:**

**Department of Defense Civilian Personnel Joint  
Travel Regulations (JTR), Volume 2,  
DoD 7000.14-R, Financial Management Regulation,  
Chapter  
8, Civilian Pay Policy and Procedures.**

## Security Clearances

### Security Clearances

Security clearance requirements are based on the level of access to “classified information.” There are three basic levels of classified information and levels of clearance; namely, confidential, secret and top secret. In addition to those levels of clearance, there are also clearance identifiers such as “Special Access Program and “Specialized Compartmentalized Information.” The level of clearance required is dependent on the specific mission and/or the known or anticipated level of access. This will be defined prior to deployment. Of even greater importance is the type of background investigation this person will need. Background investigations and security clearances are not synonymous. Further, it should be noted that while a background investigation is required to obtain a security clearance, it doesn’t necessarily follow that an individual, who has had a background investigation, has a security clearance. Individuals complete and submit a Standard Form 86 (Questionnaire for National Security Positions) and adhere to all the requirements located therein. Interim security clearances, if deemed appropriate, may be accomplished by the local security office by preparing a DA Form 873. Additionally, an accompanying memorandum signed by the District Commander must be prepared and forwarded to the Central Clearance Facility.

Original security clearance verifications should be forwarded to the gaining unit prior to deployment. They must be forwarded from security office to security office. The traveler may also hand-carry a copy.

## **Mandatory Briefings**

**Prior to deployment to an OCONUS location, employees must receive mandatory briefings on Anti-Terrorism/Force Protection (AT/FP) from a certified force protection officer/unit advisor at their home station. This person is usually the security manager.**

**In addition to these briefings, individuals must receive country specific threat information and any required DoD pamphlets and materials.**



## **Central Processing and Departure Point**

### **Central Processing and Departure Point**

The Department of the Army has designated Fort Benning, Georgia, as the CONUS Replacement Center (CRC) for the processing and deployment of personnel (civilian, military and contractor) deploying from CONUS in support of military operations. The CRC is designed to receive and certify individuals from districts for deployment. It is the CRC's responsibility to prescreen soldiers, civilian personnel and contractor personnel's records. They will also conduct theater specific briefings, pre-deployment training; coordinate transportation; issue theater clothing and equipment; and coordinate medical requirements; such as immunizations, DNA screening and dental examinations. Medical examinations given at CRC are mandatory (see Medical Screening section for more details).

The home station (district) or sponsoring activity is responsible for its volunteers for deployment. However, the home station may not be able to accomplish all the actions required for deployment. The CRC will accomplish all processing not completed by the home station. AR 600-8-101 specifies that the CRC will be the final authority for declaring an individual deployable.

### **REFERENCE:**

**AR 600-8-101, Personnel Processing, (In and Out and Mobilization Processing)**

## **Civilian Identification Card**

**All deploying civilian personnel must have a valid, current Civilian Identification Card in their possession. The employee's home station will issue this card as necessary.**

**The CRC will issue DD Form 2764, United States DOD/Uniformed Services Civilian Geneva Conventions Identification Card. This card is issued to DoD civilian employees stationed OCONUS and to civilian personnel authorized to accompany U.S. military forces to regions of conflict, combat and during contingency operations. The card is required for access to government facilities and use of privileges afforded to military only while serving in the theater of operations.**

**The CRC will also issue personal identification tags, or dog tags. The tags will include full name, social security number, blood type and religious preference. These tags should be worn at all times when in the theater of operations.**

**Civilian Identification Card**

### **REFERENCE:**

**AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel.**

## Medical Screening/Processing

**All medical screening must be completed at the home station.**

**Employees must meet general medical/dental/psychological qualifications requirements specified on Standard Form 78, Certificate of Medical Examination, for positions at OCONUS/deployed location. Theater unique medical/physical deployability criteria may be specified by the in-theater commander. Deployment related medical/dental/psychological examinations and required immunizations are at no expense to the employee. Requirements include but are not limited to:**

- Annual EKG if over age 40**
- Immunizations appropriate for OCONUS location**
- Army civilian employees are not subject to mandatory HIV screening unless required by the host nation.**
- Dental work to be completed at employee's expense prior to deployment.**

**The physical requirements for deploying individuals will be determined by the in-theater commander.**

**Additionally, all deploying individuals will be required to get immunizations and/or bring medication that might be required for deployment to the theater of operations. All deploying individuals will also be administered a dental panagraph and DNA sampling for identification purposes. Deploying individuals must ensure that all immunizations, tests, etc., taken at their home station are properly documented and signed by a physician. These documents will be included as part of the pre-deployment packet to be hand carried to the CRC. Also, in accordance with current Army policy, an HIV test will be administered involuntarily only if the country to which the civilian is deploying requires such testing.**

**Medical Screening/Processing**

**Individuals requiring vision corrective lenses (glasses or contact lenses) will be required to have a government administered eye examination prior to deployment and will be issued optical inserts for the protective mask.**

**Individuals should deploy with a minimum 90-day supply of any required medications to preclude any adverse impact of pharmaceutical shortages in the theater of operations. It is advisable for civilians to obtain medical and dental examinations from their own physician/health care organization prior to deployment. The examinations should ensure, if medication is being taken, that the amount is correct and suitable for the deployment environment. Deployed civilian employees are entitled to in-theater medical care, including pharmacy support, equivalent to that given active duty military.**

**Personnel are required to pass a physical examination based on the functional requirements of the job to determine fitness for duty prior to deploying, they must take a post-deployment examination upon return. The physical examinations will include completion of Standard Form 93 (Report of Medical History), and Standard Form 78 (Certificate of Medical Examination). Emphasis will be placed on diagnosing cardiovascular, pulmonary, orthopedic, neurological, endocrine, dermatological, psychological, visual, and auditory conditions, which may preclude performing the related functional requirements.**

**Pre-deployment and post-deployment physical examinations are administered for the safety of the deploying individual and to protect them in the event of a deployment related injury or illness. Additionally, post-deployment counseling will be provided as requested by individual employees.**

**Per DA PAM 690-47 (DA Civilian Employee Deployment Guide), the ability to meet the requirements will be determined by a government**

**administered physical examination at the home station prior to deployment.**

**It is recommended that the process outlined in ENGLink under the "Medical Screening" guide be utilized.**

**REFERENCES:**

**AR 600-100 - Army Leadership (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV))**

**ENGLink - Medical Screening Section**

**Note: HIV Testing. Chapter 6, Section III, of AR 600-100, prohibits mandatory HIV testing of civilian employees (unless specified in the DoD Foreign Service Clearance Guide and/or a Status of Forces Agreement). Negative HIV test result within past six months if required by host nation; otherwise, HIV positive civilians can be deployed in support of a contingency operation as long as the host country is notified and the individual is able to perform assigned duties.**

## **Mission Oriented Protective Posture Issue and Training**

**The in-theater commander will determine the requirement for equipping and training civilian personnel with Mission Oriented Protective Posture (MOPP) training. Training and Individual Chemical Equipment (ICE) will be theater specific and dependent on the threat and the nature of the duties. When practical, the employee's home station will provide familiarization training in the use of the equipment. The CRC will, as part of the individual's processing for deployment, issue equipment and provide familiarization training when it cannot be provided at the home station.**

### **REFERENCE:**

**STP 21-1-SMCT, Soldiers Manual of Common Tasks**

## **Weapons and Training**

**In rare circumstances, DoD civilians may be issued sidearms for their personal self-defense. Issuance is subject to authorization by the in-theater commander and military regulations regarding training and safe handling of firearms. Acceptance of such weapons is voluntary for all civilian personnel. Weapons familiarization training will be conducted at the CRC during the overall processing for deployment or in theater.**

**Sidearms for this purpose are limited to 9mm and standard government issued ammunition. Personal weapons and ammunition are prohibited. Weapons will be returned to the point of issue.**

### **REFERENCE:**

**FM 23-35, Combat Training with Pistols and Rifles**

## **Clothing and Equipment Issue**

### **Clothing and Equipment Issue**

Items of personal clothing and personal care are the responsibility of the individual and will not be issued at the CRC. Civilian employees should bring work clothing required by their particular job. Safety and mission requirements will be determined by the in-theater commander and communicated to the CRC.

The CRC will be prepared to issue battledress uniforms to all personnel when directed to do so by the in-theater commander.

Appendix A is a list of Organizational Clothing and Individual Equipment (OCIE) that may be available for issue at the CRC. The actual determination of items to be issued and quantities will be based on the specific circumstances of the deployment and will be determined by the in-theater commander.

Requisite personal clothing or issued uniforms and equipment will be identified when the individual is called for duty. If uniforms are issued, personal clothing needs to be minimized due to baggage limitations. Civilians will wear the uniform to the same standard as soldiers, which helps foster esprit de corps among the civilian/ soldier team.

### **REFERENCES:**

AR 670-1, Wear and Appearance of Army Uniforms and Insignia

AR 670-10, Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees



## **Luggage Limitations**

**Restrictions on luggage size, weight and number of pieces, which are allowed when deploying in support of contingency operations, will depend on the operation and the type of transportation to be used. In most deployments of non-unit related personnel, contract commercial air will be used for transportation of these individuals to the theater of operations. When excess baggage is authorized, the weight and number of bags may exceed the normal restrictions. Deployees are encouraged to limit the number of excess bags because they may be responsible for carrying everything they bring when they arrive at their final destination.**

**Luggage**

## **Passport/Visa**

### **Passport/Visa**

Employees deployed overseas in support of military operations will be required to carry a passport at all times when traveling. In addition to the red "No Fee" passport received by filing DD Form 1056, (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa). Civilians may be authorized reimbursement for the standard blue passport for use in passing through countries not friendly to the United States. This determination will be made on a case-by-case basis and is contingent on the area and circumstances of deployment.

Fees or charges for legal services required by local laws are not reimbursable. However, a determination will be made on a case-by-case basis. Requirements for visas will be determined by using the foreign clearance guide or mission operations order and can be obtained from the respective embassy prior to deployment. Application for passports/ visas will be submitted at the employee's home station. Civilian employees should arrive at the CRC with both the official and personal passports even if it means delaying departure from the home station.

### **REFERENCES:**

DoD 1000.21-R, Passport and Passport Agent Services Regulation

DoD Civilian Personnel Joint Travel Regulations (JTR), Volume 2

## **Customs Processing Entrance and Exit Procedures**

**Civilian employees entering and exiting a country will be subject to the customs processing procedures established for that country. The entrance and exit requirements are country specific and will be covered during processing for deployment. Returning civilians are subject to United States re-entry customs requirements.**

**Customs Processing  
Entrance and Exit**

## **Living Under Deployment Conditions**

### **Living Under Deployment Conditions**

Experience has shown that whether a deployment is military or civil related, at least initially, most individuals will be living under field conditions, which are very different from normal civilian life. There will be a general lack of privacy and little opportunity for recreation during non-duty hours. Housing will often consist of tents or temporary standard buildings. Food may be pre-packaged rations or served in a military dining facility, which means that special diets may not be accommodated in most circumstances. Showers, if available, may be communal; otherwise, bathing may be from a makeshift facility.

There will be limited opportunities to phone home and mail deliveries may be delayed. Laundry service may also be severely limited. The organized practice of religion may be restricted to services and assistance provided by the military chaplain. The USACE forward deployed commander or designee may impose special rules, policies, directives, and orders based on mission necessity, safety, and unit cohesion. Depending on the theater and the threat or perceived threat, the USACE forward deployed commander or designee may impose a “lock down” situation. Individuals may be restricted to a designated area and expected to adhere to all issued orders. The specific customs, traditions and restrictions of the host nation will be addressed in the pre-deployment briefing at the CRC.

## **Status of Forces Agreements (SOFAs)**

**Status of Forces Agreements are negotiated relationships between two countries wherein the host nation accords certain rights and responsibilities to members of the United States forces and accompanying civilians. Many violations of host nation laws are also violations of United States laws. However, in many cases, though not all, SOFAs provide that punitive or other actions can be taken under appropriate United States military or civilian law, rule, or regulation rather than the host nation law. A Foreign Criminal Jurisdiction Arrangement (FCJA) will be negotiated if the host nation will not agree to grant United States personnel some form of immunity. It will provide jurisdictional protections and procedural safeguards for United States personnel. However, the host nation may still retain the right to prosecute United States personnel for offenses that are either exclusive violations of host nation law, or those over which the host nation has primary concurrent jurisdiction.**

### **REFERENCE:**

**Department of the Army Operational Law Handbook  
1993, The Judge Advocate General's School**

## **Uniform Code of Military Justice (UCMJ)**

**UCMJ**

**Civilian employees are subject to normal federal civil service administrative disciplinary procedures for work related misconduct, such as reprimands, oral admonishments, suspensions and removals from federal service. See Command and Control section for further explanation. Should a civilian employee become subject to the Uniform Code of Military Justice (UCMJ), the in-theater commander has the discretion to initiate a federal civil service administrative disciplinary action and/or a court-martial proceeding.**

**UCMJ applicability is determined by the status of the individual at the time of the offense. Department of the Army civilian employees are subject to military law when serving with or accompanying an armed force only "in time of war," which the U.S. Supreme Court has ruled to mean a Congressionally declared war.**

**Although civilians are not subject to UCMJ except during wartime, they are bound by general orders issued by in-theater commanders, e.g. no drinking, drugs, personal firearms, etc.**

### **REFERENCE:**

**Uniform Code of Military Justice**

## **Special Training Requirements**

**All civilian personnel will receive theater specific training to include Geneva Conventions, Code of Conduct, Uniform Code of Military Justice, Rules of Engagement, Force Protection, Health and Sanitation, Customs and Courtesies, Legal Assistance, and Status of Forces Agreements (if applicable). Training on other issues/topics (i.e., military driver's license) will be provided as dictated by the specific circumstances of the deployment. This training will be provided at the CRC.**

**Special Training  
Requirements**

## **Geneva Convention Prisoner of War Status**

### **Geneva Convention Prisoner of War Status**

**The 1907 Hague Convention and the 1949 Geneva Convention are rules that were developed by the international community to govern the law of warfare. These agreements have evolved into principles that are now recognized as part of international law.**

**Under both, the Hague and Geneva Conventions, civilians captured while accompanying military forces in the field, regardless if carrying a self-defense weapon or wearing a uniform, are entitled to be protected as prisoners of war (POW) if captured by hostile forces. These protections are accorded to those POWs, who are persons accompanying the armed forces without actually being members thereof, provided they have received authorization from the armed forces which they accompany, and have been provided with an identity card, most notably the Geneva Convention Card (DD Form 489 or DD Form 2764). ID cards will be provided by the CRC or home station.**

**Since the issuance of an identity card is significant, all civilians accompanying the U. S. Armed Forces must be issued a Geneva Convention Card. The treatment extended to POWs depends on each POW's particular status or rank. The higher the status or rank, the greater the benefits afforded to that POW.**

**It is not a violation of the law of war for a deployed civilian to wear a uniform or to carry a weapon for personal self-defense while accompanying a military force, if authorized. Capture of a deployed civilian by an opposing force while wearing a uniform or carrying a weapon does not deprive a civilian employee of protections afforded by the Geneva Convention.**

**If issued a personal weapon, that weapon is issued only for the civilian's personal protection from attack. It does not constitute authorization for a civilian to be assigned to guard duty,**



**perimeter defense, or engage in offensive combat operations. Under no circumstances may a civilian possess a privately owned firearm or ammunition.**

**REFERENCES:**

**Geneva Convention (1949), AR 600-8-14,  
Identification Cards for Members of the Uniformed  
Services, their Family Member, and Other Eligible  
Personnel.**

## **Combatant/Noncombatant Status**

**The concept of “noncombatants” has changed due to advances in warfare technology. Recent interpretations of the terms “combatants” and “noncombatants” by the U.S. Army and its counterparts in the United Kingdom, Australia and Canada has required avoiding labeling these civilians as “combatants.” Instead, the correct term is “civilians accompanying the Armed Forces in the theater of operations as authorized members of that force.”**

**Those civilians who accompany military forces into a theater of operations lawfully may do so, but are likely to be regarded by enemy forces as combatants. Depending upon their function or actions, they are subject to attack or capture. They may be issued self-defense weapons subject to the in-theater commander’s discretion and after appropriate familiarization training.**

**Combatant/Noncombatant  
Status**

### **REFERENCE:**

**Geneva Convention (1949)**

## **Direct Deposit/Electronic Funds Transfer**

### **Direct Deposit/Electronic Funds Transfer**

To ensure continuation of pay while detailed to support military operations in the field, DA policy requires civilian employees to enroll in the Direct Deposit/Electronic Funds Transfer (DD/EFT) Program at their home installation prior to deployment.

Prior to deployment, employees should alert their local customer service representative (CSR) of their impending deployment. Items on Standard Form 1199A (Direct Deposit Sign-Up Form) such as name and address of financial institution, allotment information, etc., should be verified/double-checked for accuracy and any changes made by the employee in advance of deployment. The CSR will resolve discrepancies and address employee payroll matters with the appropriate Defense Finance and Accounting Service Center.

Employees should obtain a Personal Identification Number (PIN) to access their leave and earnings statement or make changes to allotments, etc. electronically through the DFAS My Pay website <https://mypay.dfas.mil/mypay.asp>.

### **REFERENCE:**

**Treasury Department Circular 1076**

## **Premium Pay (Overtime)**

### **Premium Pay (Overtime)**

**Premium pay refers to additional pay for overtime, night, holiday, Sunday and other types of work. Department of Army is authorized to determine an employee's entitlement to premium pay. Employees may be paid premium pay only to the extent that the payment does not cause the employees' aggregate of pay for any pay period to exceed the salary of GS-15/10. The authority to order or approve overtime is delegated to the commander of any activity that employs civilians. Commanders may designate other officials to act for them in ordering and approving overtime. [1] Salaries are not tax free while on deployment [2] salary deductions do not change while on deployment; and [3] if civilian employees are declared missing during deployment, their pay entitlement is the same pay and allowances they were entitled to at the time they were declared missing.**

**During a deployment situation, employees may be required to perform work in excess of their normal 8-hour day/40-hour work week schedule. The USACE forward deployed commander or designee will establish the official work week and determine any overtime requirements. The SPD Civilian Personnel Advisory Center (CPAC), in coordination with the Division Human Resources Director, will take the lead in researching entitlements for the "area of operations." The CPAC will further be responsible for forwarding appropriate documentation to the proper offices on behalf of the individual(s) being deployed.**

**General Schedule (GS) employees whose basic rate of pay does not exceed that of a GS-10, Step 1, will be paid at a rate of one and one-half times their basic hourly pay rate for each hour of work authorized and approved over the normal 8-hour day or 40-hour week. Employees whose hourly rate exceeds that of a GS-10, Step 1, will be paid an**

**overtime rate equal to the basic overtime rate of a GS-10, Step 1. Since it may not be possible to approve exact overtime hours in advance, the employee's travel orders should have this statement in the remarks column: "Overtime authorized at TDY site as required by the USACE forward deployed commander or designee." The project engineer or deputy will submit a DA Form 5172-R (Request, Authorization, and Report of Overtime), or local authorization form, (with a copy of the travel orders) documenting the actual premium hours worked for each employee and each day of the pay period as soon as possible after the premium hours are worked.**

**GS employees who are exempt from the Fair Labor Standards Act (FLSA) (designated by an "E" in the FLSA code block on their Leave and Earnings Statement) may be granted compensatory time in lieu of overtime. Wage grade employees can be granted compensatory time or paid overtime at the rate of one and one-half times the employee's basic hourly rate.**

**When circumstances prohibit the timely reporting of premium hours worked, the USACE forward deployed commander or designee may establish a set work schedule (i.e., 12-hour/7-day work week). The work schedule must be reported to the employees' home district as the established hours. Employees will be compensated based on this schedule. Any variations from the schedule due to leave, compensatory time, holidays, etc., will be reported to the employees' home districts as soon as possible.**

**REMINDER - Total overtime plus base pay cannot exceed the pay cap discussed separately in this Guide. Employees are not entitled to overtime pay when in a "lock down" situation after duty hours occurs unless work is actually performed. Also, employees on an on-call or standby status do not earn overtime unless actually called to duty.**

## **REFERENCES:**

**DoD 7000.14-R, Financial Management Regulation,  
Volume 5, Disbursing Policy and Procedure Chapter 8,  
Civilian Pay Policy and Procedures.**

## **Maximum Salary Limitations (Pay Cap)**

**Basic pay plus premium pay is limited to the maximum biweekly earnings of GS-15, Step 10. DoD has authority to waive the biweekly pay limitation of GS-15, Step 10. The employee is then subject to the annual maximum rate of GS-15, Step 10. During crisis operations, DoD determines if the situation meets the criteria to waive the limitation. It should be taken into account that the pay cap is imposed on annual earnings and not just on income earned during a period of deployment. Danger pay is not subject to the premium pay cap. The pay cap does not apply to wage grade employees.**

**Maximum Salary  
Limitations (Pay Cap)**

### **REFERENCE:**

**DoD 7000.14-R, Financial Management Regulation,  
Chapter 8, Civilian Pay Policy and Procedures**

## **Compensatory Time**

**Overtime under field conditions will be considered occasional or irregular for payroll purposes. This allows GS employees who are exempt from the Fair Labor Standards Act to be granted compensatory time in lieu of overtime pay. Since pay is a home district responsibility, the employees will have up to 26 pay periods after that in which the compensatory time was earned to take the time off. After that, the compensatory time will be paid at the overtime rate in effect at the time worked. Wage grade employees may request compensatory time in lieu of paid overtime. Compensatory time is subject to the same constraints/limitations of the pay cap.**

**Compensatory Time**

### **REFERENCE:**

**DoD 7000.14-R, Financial Management Regulation, Chapter 8, Civilian Pay Policy and Procedures.**



## **Leave Accumulation**

**Any annual leave in excess of the maximum permissible carryover is automatically forfeited at the end of the leave year. Annual leave forfeited while deployed, which has been determined by appropriate authority to constitute an exigency of the public business, may be temporarily restored. Excess annual leave accrued while deployed will be permitted for carry-over upon return to home station.**

**Leave  
Accumulation**

### **REFERENCE:**

**Title 5, Code of Federal Regulations (CFR), 630.306**

## **Foreign Post Differential**

**Employees assigned to work in foreign areas where the environmental conditions either differ substantially from CONUS conditions, or warrant added compensation as a recruiting and retention incentive, are eligible for Foreign Post Differential (FPD) after being stationed in the area in excess of 42 days. Payment of differential begins on the 43rd day and is not retroactive. FPD is exempt from the pay cap and is paid as a percentage of the basic pay rate, not to exceed 25 percent of the basic pay. The Secretary of State determines areas entitled to receive FPD and the rate for that area. The secretary also determines the length of time the rate is in effect. Different areas in the same country may have different rates.**

**Foreign Post Differential**

### **REFERENCE:**

**Department of State Standardized Regulation (DSSR),**

**DoD 7000.14-R, Financial Management Regulation, Chapter 8, Civilian Pay Policy and Procedures.**

## **Danger Pay**

### **Danger Pay**

Civilian employees serving at, or assigned to, foreign areas designated for danger pay by the Secretary of State, will receive a Danger Pay (DP) allowance. This is designated when civil insurrection, civil war, terrorism, or wartime conditions threaten physical harm or imminent danger to the health or well-being of the employee. It will be a percentage of the employee's basic compensation at the rates of 15 percent, 20 percent, or 25 percent, as determined by the Secretary of State. This allowance is in addition to any FPD prescribed for the area, but in lieu of any special incentive differential authorized the post prior to its designation as a danger pay area. The FPD will be reduced by any part attributable to political violence. The combined danger pay and post differential must be at least 5 percent above the previous combined post differential and special incentive differential at the post, if any, in effect at the post prior to its designation as a danger pay area.

Danger pay begins for employees already in the area on the date of the area's designation for danger pay. For employees assigned or detailed to the area, it begins upon arrival to the area. For employees returning to the deployment site after a temporary absence, it begins on the date of return. Danger pay will terminate with the close of business on the date the secretary removes this designation for the area, or on the day the employee leaves the deployment site for any reason for an area not designated in this manner. Danger pay is not subject to the pay cap discussed separately in this guide.

Danger pay is not part of the basic compensation for computation of within-grade step increases or overtime. It is subject to federal income tax, social security/Medicare, state, city, and local tax deductions. Danger pay must be

**documented on a Standard Form 50 (Notification of personnel action). REMINDER - The DP paid to Federal civilian employees should not be confused with the Imminent Danger Pay (IDP) paid to military personnel. The IDP is triggered by different circumstances and is not controlled by the Secretary of State.**

**REFERENCE:**

**Department of State Standardized Regulation  
(DSSR)**

**DoD 7000.14-R, Financial Management Regulation,  
Chapter 8, Civilian Pay Policy and Procedures**

**Tour of Duty/Hours of Work**

“Tour of Duty” and “Hours of Work,” as outlined in this guide, are synonymous terms meaning the hours of a day (daily tour of duty) and the days of an administrative work week (weekly tour of duty) that constitute an employee’s regularly scheduled administrative work week.

Tours of duty will normally be established at least two weeks in advance unless emergency situations dictate otherwise. Exceptions to this policy can be authorized since deployments are unplanned events. As soon as possible after a military contingency operation which extends an employee’s regular administrative work week, documentation must be submitted and approved by the USACE forward deployed commander or designee. The servicing Human Resources Office for regulatory compliance will review the establishment and change in tours of duty.

The duration of the duty is dependent upon the particular operation and will be established by the in-theater commander.

**REFERENCES:**

Title 5, Code of Federal Regulations (CFR), 610.102  
ER 690-1-321

**Tour of Duty/Hours  
of Work**

**31.1**

31.1

## **On Call Duty**

### **On-call Duty**

During crisis situations, the nature of the work may make it necessary to have employees on call because of emergencies or administrative requirements that might occur outside the established work hours. The USACE forward-deployed commander or designee may designate employees to be available for such a call during off-duty times. Designation of employees for this purpose will follow the guidelines below:

- There should be a definite possibility that the services of the designated employee might be required.
- On call duties required of the employees will be brought to the attention of all employees concerned.
- If more than one employee is used for on call service, the designation should be made on a rotating basis.
- On call duty should not unduly restrict movement.

The designation of employees to be on call or in an alert posture will not, in itself, serve as a basis for additional compensation (i.e., overtime or compensatory time). If an employee is called in, the employee must be compensated for a minimum of two hours.

### **REFERENCE:**

Title 5, Code of Federal Regulations (CFR), 610.102

## **Job Security**

Upon satisfactory completion of the employee's initial TDY tour and any approved extension, the employee will be returned to his/her former position. In the event that the employee's position has been abolished, the employee will be returned to a position of like seniority, status and pay; however, the employee will not be exempt from formal Reduction-In-Force (RIF) procedures.

If a RIF has occurred prior to or during the deployment, individuals deploying to support the operation must compete with individuals within their competitive area for retention. If deployed individuals are identified for separation through RIF procedures, the separation of the deployed person will be delayed until an appropriate notice period has been completed after return from deployment.

### **REFERENCE:**

Title 5, Code of Federal Regulations (CFR), Chapter 351



## **Medical Care and Federal Employees' Compensation Act Benefits**

**All permanent employees with regularly scheduled tours of duty are eligible for coverage under the Federal Employees' Health Benefits (FEHB) Program. These employees are also automatically covered by the Federal Employees' Compensation Act (FECA) (Workers' Compensation). The FEHB helps protect employees and family members from the expenses of illness and accident. Employees must register for FEHB during regularly designated open seasons" and cannot initiate coverage because of being detailed to another area.**

**Employees will be permitted to select another health plan if they are currently insured under a Health Maintenance Organization (HMO) arrangement and one or all of their family members are moving out of the HMO serviced area. Employees under HMOs should consider electing a fee-for-service plan if their families will be moving outside the HMO serviced area during the period of deployment. In either case, employees are encouraged to continue medical coverage for their families.**

**Civilian employees who sustain injury or death while deployed may receive benefits provided by the FECA. Civilian employees who sustain a traumatic injury in the performance of duty must notify the on-site supervisor as soon as possible, but not later than 30 days from the date of the injury. If the employee is incapacitated, someone acting on his/ her behalf may take this action.**

**Civilian employees who require treatment for disease or injury sustained during deployment will be provided care at no cost to the employee under the DoD Military Health Services System (AR 40-3, Medical, Dental and Veterinary Care, para 4-29a(8)). The care provided will be equivalent to that received by active duty military personnel.**

**Medical care and Federal  
Employees' Compensation  
Act Benefits**

## **34.1**

**If a re-deployed (returning) civilian employee suspects that an injury or illness is related to the deployment or occupation, the employee should follow the procedures and regulations established by the installation's Civilian Personnel Advisory Center and the Department of Labor.**

### **REFERENCES:**

**Title 5, U.S. Code, Chapter 89, Health Insurance;  
Title 5, U.S. Code, Chapter 81, Compensation for Work  
Injuries  
AR 40-3, Medical, Dental, and Veterinary Care.**

### Life Insurance

Federal civilian employees are eligible for coverage under the Federal Employees' Group Life Insurance (FEGLI) program.

Death benefits (under basic and all forms of optional coverage) are payable regardless of cause of death.

The Office of Personnel Management (OPM) has confirmed that civilians who are deployed with the military to combat support roles during times of crises are not in actual combat and are entitled to accidental death and dismemberment benefits under FEGLI in the event of death. Similarly, civilians carrying a sidearm for personal protection are not considered to be in actual combat.

Public Law 106-398, enacted 30 October 2000, allows Department of Defense employees who are designated emergency essential under 10 United States Code Section 1580 an opportunity to elect Federal Employees Group Life Insurance (FEGLI). If an employee has previously waived FEGLI coverage, P.L. 106-398 allows the employee to enroll in Basic FEGLI coverage. This law does not provide an opportunity for employees already enrolled in FEGLI to increase existing FEGLI coverage.

Emergency Essential Employees may make an election for FEGLI Basic under P.L. 106-398 by completing the SF 2817, Life Insurance Election. The employee must complete item 2, date and sign item 3. To expedite processing of the election the following remark, "election made under the authority of P.L. 106-398", should be added in item 6, Agency Remarks. The SF 2817 must be completed and signed and mailed to the ABC-C for processing within 60 days of the designation as Emergency Essential. The ABC-C address is: SW CPOC, ABC-C, 301 Marshall Avenue, Fort Riley, KS 66442-5004.

For additional information contact the Army Benefits Center (ABC) at [www.abc.army.mil](http://www.abc.army.mil)

## **35.1**

**Employees not covered by FEGLI need to check with their private insurance companies to determine their company's policies regarding deployment to a combat zone in a support role.**

### **REFERENCE:**

**RI 76-21, Rev April 1999, Federal Employees' Group Life Insurance.**

**35.2**

## **Record of Emergency Data**

**As part of processing at the home station, employees are required to complete the Personal Data Sheet in ENGLink and provide copies to their immediate supervisors, their District Emergency Operations Center and to the CRC from which they deploy. In the event of a casualty, or some other emergency, this information will be used for proper notification of next of kin.**

**Record of Emergency  
Data**

### **REFERENCE:**

**AR 600-8-1, Army Casualty  
Operations/Assistance/Insurance**

## **Casualty Status and Next of Kin Notification**

### **Casualty Status and Next of Kin Notification**

A casualty is defined as any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, retained, missing in action, beleaguered, besieged, or detained. An organization surrounded by a hostile force to preclude escape of its members is beleaguered. An organizational element that has been surrounded by a hostile force for the purpose of compelling it to surrender is besieged.

Civilian employees killed in the line of duty are entitled to many of the same benefits as military casualties. The proper authorities as detailed in this guide will initiate notification of next of kin.

Mortuary benefits for eligible employees include search, recovery, and identification of remains; disposition of remains; removal and preparation of remains; casket, clothing, cremation (if requested), flag escort, and transportation of remains to the permanent duty station or other designated location.

Next of kin notification will be made in the event an employee dies, is missing, or is unable to express his or her desires after becoming ill. The notification will be handled promptly in an appropriate, dignified and understanding manner by the Casualty Area Command.

After official notification by the Casualty Area Command, district commanders may contact the next of kin for expressions of condolence and offers of assistance.

The Chief, Civilian Personnel Advisory Center, will appoint a Casualty Assistance Officer to assist the next of kin in obtaining benefits and entitlements.

### **REFERENCE:**

**AR 600-8-1, Army Casualty  
Operations/Assistance/Insurance**

## **Return from Deployment Procedures** **(Re-deployment )**

### **Return from Deployment Procedures**

Upon completion of the deployment or other authorized release, all employees will return to the location from which they deployed. In many instances this will include a stopover at the CRC for return of clothing, equipment, and (if issued) weapons. This return processing will also include a thorough medical screening, and debriefing.

Generally speaking, the amount of time spent at the return-processing center will be kept to the absolute minimum required to complete the necessary administrative procedures.

### **REFERENCES:**

**AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing)**

**FM 100-17, Mobilization, Deployment, Redeployment and Demobilization**



## Pre-deployment Packet

### Pre-deployment Packet

The South Pacific Division Civilian Personnel Advisory Center (CPAC) or Emergency Management Office will provide a deployment package to the deploying individual. The CPAC Team Chief or Representative and the appropriate EOC representatives will include the required documents and tailor the packets to fit each particular deployment as necessary. Upon completion of the required documents identified below, a copy will be retained in the CPAC file and a copy forwarded to the Central Processing Center or the CRC if activated. These sites will validate the completion of the requirements and provide the individual with a copy to take to the personnel support activity in the theater of operations.

#### ***REQUIRED DOCUMENTS:***

- Signed Statement of Understanding
- Civilian Employee master Record, Print out from MDCPDS
- Civilian Individual Readiness Processing (IPR) Qualification Checklist
- Copy of TDY Orders
- DD Form 93, Record of Emergency Data
- DD Form 2362, Emergency-Essential Position Agreement
- DA Form 8007, Individual Medical History
- DA Form 4036-R, Medical and Dental Preparation for Overseas Movement
- DA Form 3645 (Organization Clothing and Individual Equipment Record)
- Panograph x-ray (Panorex) and / or DNA record (when available). Only one copy of the Panorex will be made and it will be included in the copy of the Deployment Packet that is maintained at the home district CPAC or by the deploying person's immediate supervisor if there is no district CPAC.

#### **REFERENCE:**

AR 600-8-101, Personnel Processing, (In and Out and Mobilization Processing)

## **Appendix A - Pre-Deployment Checklist**

### **Appendix A Pre-Deployment Checklist**

**1. The following items will be issued, as required, at the CRC and returned to the CRC after completion of deployment:**

**a. Mission Oriented Protective Posture Clothing and Equipment:**

- Protective Mask and Optical Inserts**
- Over garments, Chemical (Proper size required)**
- Hood, Protective Mask**
- Overshoes**
- Gloves with Inserts**

**b. Battledress Uniform (2 pairs) (Desert, if required and available)**

- Coat**
- Trousers**
- Hat**
- Boots (2 pair)**

**c. Individual Equipment:**

- 2 ea- Canteens**
- 1 ea- Belt**
- 1 ea- Duffel Bag**
- 1 ea- Poncho**
- 1 ea- Sleeping Bag**
- 2 ea- Blankets**
- 2 ea- Waterproof Bags**
- 1 ea- First Aid Case**

**2. Pre-deployment Packet**

**Prior to deployment, CPAC or Emergency Management Office will provide a pre-deployment packet. The contents are described above in the section on pre-deployment packets.**

**3. Other required items and tasks that must be accomplished prior to deployment:**

- Civilian I.D. Card
- Dogtags (2 ea.)
- Passport(s)
- Visas (if required)
- Shots and Medical Records
- Physical
- Geneva Convention Card (DD Form 489 or DD Form 2764)
- DOD/Uniformed Services Identification and Privileges Card (DD Form 2765)
- Weapons/Sidearms Required Training (If the in-theater commander authorizes, and the civilian has received appropriate weapons familiarization training, and the civilian employee agrees to accept weapon.)
- DNA Sampling (if required)
- HIV testing (if required by the host country which being deployed to)
- Government BofA VISA travel card:
  - ensure account is active/current
  - review for sufficient cash/credit limit
  - review for split-disbursement authorities in CEFMS
- Obtain PIN to access MyPay account to view Leave & Earnings Statement online
- Review Direct Deposit information for pay with DFAS and travel reimbursements with USACE Finance Center

**4. Recommended Items:**

- Personal Will
- Power of Attorney
- Telephone Calling Card
- Government Issued Credit Card
- Personal Medication – 90-Day Supply
- Extra Pair of Glasses
- Glasses Repair Kit
- Disposable Razors/Shaving Kit
- Personal Hygiene Items (toothpaste, deodorant, etc.)
- Zip Lock Bags in Various Sizes
- Towels and Wash Cloths
- Shower Shoes
- Underwear – (Enough for 2 weeks)
- Radio (battery powered) FM or Short Wave

## **40.2**

- Alarm Clock (battery powered)
- Socks
- Soft Shoes (if required for job)
- Sewing Kit
- Sun Glasses
- Stationery and Stamps
- Extra batteries for radios, hearing-aids, games, clocks, and watches.
- Extra Civilian Clothing - Approximately 5 sets 2 casual, 3 for work.
- Blank Checks - Banking facilities may/may not be available. Credit services will be available on a limited basis.

**Note: Appendixes A and B are not all inclusive. They represent those significant actions that should be accomplished prior to deployment.**

### 40.3

<b><u>Appendix B - Civilian Checklist</u></b>		
<b><u>Items/Tasks Completed</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>
<b>Uniforms Received</b>		
<b>Individual Chemical Equipment</b>		
<b>Pro-mask optical inserts</b>		
<b>MOPP training</b>		
<b>Passports (Official/Tourist</b>		
<b>Visas (if required)</b>		
<b>Shots and Medical Records</b>		
<b>Physical</b>		
<b>DNA Sampling (if available)</b>		
<b>Dental Panagraph</b>		
<b>HIV Testing (optional, unless required by host nation</b>		
<b>Dog Tags (2 ea.)</b>		
<b>Emergency-Essential Position Agreement signed DD 2365</b>		
<b>Geneva Convention Card/ Uniformed Services Identification and Privileges Card (DD Form 2764) –OR--</b>		
<b>DOD/Uniformed Services Identification and Privileges Card (DA Form 2765)</b>		
<b>Weapons/Sidearm Authorization</b>		
<b>Weapon Issued (as appropriate)</b>		
<b>Weapon Training (as appropriate</b>		
<b>Statement of Understanding</b>		
<b>Personal Will</b>		
<b>Powers of Attorney</b>		
<b>Telephone Calling Card for AOR</b>		
<b>Government Issued Travel Credit Card</b>		
<b>Personal Medication (90 Days)</b>		
<b>Extra Pairs of Glasses</b>		
<b>Reviewed/Updated Life Insurance</b>		
<b>Reviewed/Updated beneficiary forms (life insurance,TSP, retirement, Unpaid Compensation)</b>		
<b>Registered in CivTracks</b>		
<b>Registered in AKO</b>		
<b>Registered in Englink</b>		
<b>PIN set up to access My Pay Account (View LES)</b>		

**Appendix C - Emergency Points of Contact**

**Office Supervisor**

**Phone No.**\_\_\_\_\_

**Civilian Personnel Advisory Center**

**Phone No.**\_\_\_\_\_

**Emergency Operations Center**

**Phone No.**\_\_\_\_\_

**Spouse's (or next of kin) Home**

**Home phone No.**\_\_\_\_\_

**Work phone No.**\_\_\_\_\_

**Cell phone No.**\_\_\_\_\_

**Appendix B  
Civilian Checkli**

**Appendix C  
Emergency Points of Contact**

**Appendix D**

**FAMILY CHECKLIST**

**There are things that a family should check on and know about before an individual deploys anywhere.**

**Medical**

\_\_\_\_ **Are immunizations for each member of the family up to date?**

\_\_\_\_ **Where are the health and dental records for each member of the family?**

\_\_\_\_ **Who is contacted if medical assistance is needed?**

\_\_\_\_ **Where are your medical insurance policies?**

\_\_\_\_ **Are family members briefed on procedures for filing medical insurance claim forms?**

**Finance**

\_\_\_\_ **Will there be money immediately available on a continuing basis during your absence?**

\_\_\_\_ **Is there an allotment to be sent to the family or bank, or have you initiated direct deposit?**

\_\_\_\_ **Will the allotment or direct deposit provide for all the necessities to maintain a household?**

\_\_\_\_ **If the family plans to move away from the area during the deployment, is there money for this move?**

\_\_\_\_ **What types of accounts does the family have and with what banks?**

\_\_\_\_ **Where are the bank books and account numbers?**

\_\_\_\_ **Does the family have a safe deposit box? If so, where are the box and key located?**

**43.1**

\_\_\_\_ Are all credit card numbers written down and in a safe place? What are the companies' numbers and addresses in case of loss or theft?

\_\_\_\_ Is your spouse prepared to take complete control of the bank accounts?

\_\_\_\_ What payments must be made and to whom (account number, address and phone number) for:

- (1) Mortgage/Rent**
- (2) Telephone**
- (3) Water and sewage**
- (4) Electricity**
- (5) Trash**
- (6) Insurance**
- (7) Taxes**
- (8) Gas (Home heating/cooking)**
- (9) Credit cards**
- (10) Other debits (auto payments, furniture, etc.)**
- (11) Childcare**
- (12) Investments**

\_\_\_\_ Who is contacted and how long does the family wait if the allotment or direct deposit doesn't arrive?

**(1) Give the check three or four days to arrive after the normal time; then,**

**(2) Contact the civilian pay section of the nearest Army installation if the check still has not arrived.**

\_\_\_\_ Do U.S. Savings bonds have payable on death (POD) designation?

**Transportation/Automobile**

\_\_\_\_ Is your spouse familiar with the maintenance and other responsibilities of the automobile?

\_\_\_\_ What is the name and address of the company holding the lien?



**43.2**

\_\_\_\_ Where is the vehicle's title? Is the registration or a copy in the vehicle? Is it in both names?

\_\_\_\_ Is the vehicle insurance in the car with the registration or a copy of the registration?

\_\_\_\_ Is your spouse insured to drive the vehicle?

\_\_\_\_ When is the renewal date for the license plates and safety inspection?

\_\_\_\_ Does your spouse have a valid driver's license and when does it expire?

\_\_\_\_ Is a duplicate set of keys available? Where?

\_\_\_\_ Is your spouse able to make emergency repairs on the car if the situation arises (overheating, flat tire, dead battery, etc.)

\_\_\_\_ If your spouse doesn't have a vehicle or is not licensed to drive, what transportation arrangements have been made?

\_\_\_\_ Who can be called for emergency transportation?

**Housing**

\_\_\_\_ Does your spouse know where and how to use the following:

(1) The electrical control box (fuse/circuit box) to include replacing the fuses when required?

(2) The water control valve for shutting off the water in case of an emergency (broken or leaking pipe)?

(3) The gas control valve for shutting off gas in case of an emergency (leaking pipes or a fire)?

(4) The name and telephone number of someone to call in case repairs are needed?

\_\_\_\_ Does the family have a duplicate set of house keys?

\_\_\_\_ Does your spouse know where warranties/service contracts are kept on all major appliances?

#### Legal/Administrative

\_\_\_\_ Does your spouse have power of attorney to take necessary action on important family matters in your absence or on any special situation which might arise?

\_\_\_\_ Have you made provisions for unresolved matters (e.g., pending adoption, property settlement, etc.)?

\_\_\_\_ Where are the powers of attorney kept?

\_\_\_\_ Does the family have a copy of everyone's birth certificate?

\_\_\_\_ Does your spouse have a copy of your marriage certificate?

\_\_\_\_ Does your spouse know your social security number?

\_\_\_\_ Are there copies of any adoption papers, divorce decrees or court orders awarding custody of children? If so, where are they kept?

\_\_\_\_ Are provisions made for guardianship of minor children?

\_\_\_\_ Does everyone in the family above age 2 have a social security number?

\_\_\_\_ Does your spouse have copies of federal and state tax records?

\_\_\_\_ Where are the insurance policies kept?

\_\_\_\_ Are family members aware of government benefits/entitlements?

\_\_\_\_ Does your spouse know where the stocks, bonds, or securities are kept?

\_\_\_\_ Does your spouse know where any deeds of land the family owns are?

\_\_\_\_ Have you prepared an inventory of all personal and real property assets?

\_\_\_\_ Are all important papers safeguarded?

\_\_\_\_ Do both you and your spouse have up-to-date wills?

\_\_\_\_ Do you have a burial plan? What family members/close friends are aware of your wishes?

\_\_\_\_ Checklist of important documents that should be available during your absence:

- (1) Marriage certificate
- (2) Divorce decrees
- (3) Automobile tag/registration
- (4) Wills/burial plan
- (5) Powers of attorney
- (6) Insurance policies (auto, life, home, health, etc.)
- (7) Adoption papers
- (8) Letters of naturalization
- (9) Passports
- (10) Immunization records
- (11) Bank books, savings accounts, credit union accounts, loan accounts
- (12) Copy of housing lease/mortgage
- (13) Stocks, bonds, and other securities
- (14) Credit cards, installment contracts, debts, and bills of sale
- (15) Federal and state income tax records, real estate and personal property tax records
- (16) A recent standard form 50 from your employment records
- (17) Federal benefit beneficiary forms

#### **43.5**

**The families of deployed civilians should always know emergency telephone numbers for the ambulance, police, fire department, poison control center, and family practice clinic or doctor. They should also know your specific work organization, your supervisor's phone number, and the name and phone number of the Family Support Representative assigned by your District.**